

# Retention and Classification Report

**Agency:** Holden (Utah) (504)

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Holden, UT 84636  
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**Records Officer** Tamara Dallin

28688	Board minutes
28344	Cemetery records
28732	Financial ledgers
28717	Ordinances

**AGENCY:** Holden (Utah)

**SERIES:** 28688

3

**TITLE:** Board minutes

**DATES:** 1922-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 05/04/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of function and actions of the town board.

**AGENCY:** Holden (Utah)

**SERIES:** 28688

**TITLE:** Board minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Holden (Utah)

**SERIES:** 28344

3

**TITLE:** Cemetery records

**DATES:** 1859-

**ARRANGEMENT:** Alphabetical by name of the deceased and numerical by block number.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the location and identities of burials in the cemetery.

**AGENCY:** Holden (Utah)

**SERIES:** 28344

**TITLE:** Cemetery records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Holden (Utah)

**SERIES:** 28732

3

**TITLE:** Financial ledgers

**DATES:** 1966-1981

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as the primary documentation of the management of town finances during this period.

**AGENCY:** Holden (Utah)

**SERIES:** 28732

**TITLE:** Financial ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

This series contains a handful of Social Security numbers.  
These numbers are considered private.

**AGENCY:** Holden (Utah)

**SERIES:** 28717

3

**TITLE:** Ordinances

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date of adoption.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 06/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of formal actions taken by the town council, included the passage of laws.



**AGENCY:** Holden (Utah)

**SERIES:** 28717

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public